



Centralized Accounting and Payroll/Personnel System

CAPPS

Fiscal Year-End Processing Updates

July 29, 2021

Fiscal Year-End Considerations

- Review/correct open vouchers.
- Review close requisitions/POs (current AY).
- Review/correct unposted journals.
- Clear transactions from the HX Recycle/IN browser.
 - Use all the tools available in CAPPS: Reconciliation queries, WorkCenters, CAPPS and BOBJ reports.
- Review USAS Fiscal Year-End Close events (take into account the interface dates for expiring AY transactions).

Fiscal Year-End Considerations (cont.)

- Review CAPPS Financials Fiscal Year-End Processing Instructions:
 - Last Day/Future Day – Accounting Date Indicator. (Ensure accounting period is open.)
 - Get New AY Reqs and POs fully processed before 9/1, if possible. (Ensure accounting period is open.)
- **Set up requisitions** for the new fiscal year or **source these requisitions** to a PO:
 - Use **Budget Date** of *9/1/newFY*.
 - Change the **Commitment Control Security** of the “*Budget Date Override*” from the “*current date*.”

Note: If “*current*” **Budget Date** is used on Requisitions and Purchase Orders, the pre-encumbrances and encumbrances show up in the prior fiscal year on the Budget Overview Inquiry.

Fiscal Year-End Considerations (cont.)

- Close Periods (Recommendations):
 - Close account period for **GL – ProCard, Purchase Order, Receipt Accrual** and **Requisitions** from **7/31** and open to **9/1**.
 - Close **GL – Default** and **Unpost** from **6/30** or **7/31** and do not open **9/1** until **9/1** of the next fiscal year.

Considerations for the New Fiscal Year

- Set up calendars for the new **fiscal year/open new periods** (*most agencies are set up through 2050*).
- Open periods (recommendations):
 - Open the **AM** and **AP** to **9/1** of the upcoming fiscal year.
 - Open the **GL – ProCard, Purchase Order, Receipt Accrual** and **Requisitions** to **9/1** of the upcoming fiscal year.
 - **Do not open** the **GL – Default** and **Unpost** until **9/1**.

Considerations for the New Fiscal Year (cont.)

- Add any new Chartfields:
 - Account
 - Fund Code
 - Department
 - Appropriation/PCA
 - Appropriation Year
 - Agy Chartfield 1

Considerations for the New Fiscal Year (cont.)

- Add new Chartfields to Combo Edits and build Combo Edits as needed, for example: ***Fund/PCA/AY, Rev Acct_Dept, Travel_Project***
- Update Budget Definitions, for example: ***Appropriation and Rev Est***
 - Add new appropriation year.
 - Remove expired appropriation year.
 - CAPPs Support team submits an SR.
- Update budget attributes.

Considerations for the New Fiscal Year (cont.)

- Create new tree and update existing trees. On appropriate trees, add new:
 - PCAs
 - Accounts
 - Appropriations
 - Funds
- Create/update any Speedcharts/SpeedTypes needed for the new fiscal year.
- Update system codes (such as EDIPARMS, USPSWLK and JRNLWLK), especially those that contain the appropriation year in the key labels.

Considerations for the New Fiscal Year (cont.)

- Update DLT/comments, if needed.
- Review Control_M Jobs
- Add budget for the fiscal year, for example:
 - Appropriation
 - Org
 - Revenue estimate

Thank You!

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